



## Campaigns and Events Officer

- **Salary: £23,000 - £25,000**
- **Hours: 40 hours per week**
- **Holidays: 20 days paid holiday + Bank holidays + Eid days**
- **Based in MEND London Office, with travel required**

### THE ORGANISATION

MEND is a not-for-profit organisation that was founded to help empower and encourage British Muslims within local communities to be more actively involved in British media and politics. We aim to achieve this by:

- Providing critical commentary and analysis on media coverage that maligns Islam and Muslims and foments anti-Muslim prejudice in the UK and across Europe.
- Promoting active Muslim citizenship through participation in the British political process and fostering close ties with key political institutions.
- Working with organisations to ensure Islamophobia is regarded as socially unacceptable like anti-Semitism and other forms of racism and xenophobia.
- Working with mainstream organisations, in policy forums and public consultations, such as select committees and the Leveson Inquiry, to provide informed and critical perspectives on policy issues and ensure an accurate and balanced portrayal of Islam and Muslims in the media.

### THE ROLE

Key elements of the role:

- Working closely with the Head of Community Development and Engagement.
- Lead, develop and grow MEND's Islamophobia Awareness Month and Get Out & Vote campaigns.
- Develop relationships and partner with individuals and organisations external to MEND such as other professional bodies, trade unions, and local authorities, where relevant.
- Create campaign materials for MEND's national campaigns for use at a local level and ensure maximum participation from MEND volunteers.

- Produce an annual impact report monitoring and evaluating the effectiveness of MEND's campaign activities
- Work with the Policy team to assist in securing media coverage in support of our campaigning objectives.
- Present MEND's key messages on various platforms from small community gatherings to large public events.
- Support on elements of MEND's involvement in party conferences, for example fringe events and exhibition stands.
- Lead initiatives that engage with wider society that seek to educate and inform communities about Islamophobia.
- Working closely with the Head of Community Development and Engagement.

## **THE CANDIDATE**

The successful candidate will possess:

- Campaigning experience.
- Experience of planning and organising events.
- Experience of writing for a range of audiences and using different mediums to produce convincing, clear and succinct content (e.g. blogs, e-actions, web and print).
- Experience of volunteering or working alongside volunteers.
- Degree level qualification or equivalent.
- Exceptional interpersonal skills.
- Work effectively as part of a team.
- Excellent organisational and time-management skills.
- Dynamism and ability to motivate team members.
- Ability to work hard with minimal support.
- Experience of working with local communities.
- Experience of planning and delivering campaigns.
- Share a deep passion for the MEND's objectives.

Selected candidate will be given a full training programme which they must successfully complete.

To apply, please email **naeem.ibnfarooq@mend.org.uk** with the subject as 'Job Application – Campaigns and Events Officer' with your CV and covering letter attached.

Closing date for applications: 03 August 2018